

CHAPTER 3. CHECK AIRMEN, INSTRUCTOR, AND SUPERVISOR PROGRAMS

SECTION 2. CHECK AIRMAN APPROVAL AND SURVEILLANCE

681. GENERAL.

PTRS CODES:

- 1346 - Pilot
- 1347 - Flight Engineer
- 1349 - Oceanic Navigation

This section addresses procedures for approval and surveillance of check airmen. All check airmen must be approved by an operator's principal operations inspector (POI). Approval is based on an airman having the proper certificates and ratings; being qualified in accordance with the operator's approved initial, transition, or upgrade training program; having completed the operator's approved check airman training program for the appropriate check airman functions; and having demonstrated the ability to conduct flight checks and to evaluate the performance of airmen to the satisfaction of an Federal Aviation Administration (FAA) inspector. The check airman approval process follows the five phases of the general process described in volume 1, chapter 4, section 6. A job aid for POI's to use in this process is in figure 3.3.2.6.

683. PHASE ONE - OPERATOR FAMILIARIZATION WITH CHECK AIRMAN REQUIREMENTS AND LETTER OF REQUEST. The first phase of the check airman approval process involves a discussion between the operator and the POI. The POI should ensure that the operator understands the check airman training requirements and that a check airman candidate must satisfactorily demonstrate the ability to perform check airman functions to an FAA inspector before approval. The POI should also ensure that the operator has a knowledge of the necessary documentation for initiating the approval process, which is as follows:

- The Letter of Request constitutes the operator's nomination. It originates from the operator, not a training center, candidate, or some other party. It includes the airman's full name, business address, applicable airman's certificate number, current crewmember position, requested check airman classification, and aircraft type

- Brief resume of the airman's aviation background and experience
- Copies of the airman's appropriate airman certificates
- Copy of the airman's medical certificate

NOTE: A POI may require that this information be expanded to suit circumstances.

685. PHASE TWO - SUBMISSION OF DOCUMENTATION. Phase two begins when the operator submits the requested documentation to the POI for evaluation. This submission may be transmitted by conventional or electronic mail, by fax, or by other means mutually acceptable to the operator and the POI. The POI shall initially review the information to determine if the check airman candidate meets the basic qualification requirements for the type of check airman approval sought (see section 1 of this chapter). If the operator's submission is unacceptable, the POI should return the submitted documentation with a statement of the reason for nonacceptance. If the operator's submission is acceptable, the POI should initiate phase three.

687. PHASE THREE - REVIEW OF DOCUMENTATION.

A. The POI shall verify the check airman candidate's certificates and background using the Flight Standards Information System (FSIS) and local office procedures. The POI shall then create a file for the individual in the check airman section of the Vital Information Subsystem (VIS).

NOTE: Creation of the VIS file at this point in the process will allow for documentation of subsequent action regarding the individual without having the records reject. During the upload/download process, check airman surveillance records are cross-checked (last name and certificate number) against the check airman ancillary file in the VIS data base file for the operator.

B. Before the POI can evaluate an airman for approval as a check airman, all required training must

be completed. The airman's training records must show satisfactory completion of initial, transition, or upgrade training and all training required under the operator's approved check airman training program for the specified classification. (Including Appendix H requirements. It may be covered by the use of all training required.) The approved training program must contain all training required by FAR §§ 121.411 and 121.413 or FAR §§ 135.337 and 135.339 that is applicable to the approval being sought. When the airman's records show that the airman has previously completed a required curriculum segment, the segment does not have to be repeated.

C. If, after reviewing the documentation, the POI determines that the candidate does not qualify as a check airman, the POI shall provide the operator with a statement of the reason for nonacceptance.

689. PHASE FOUR—CHECK AIRMAN EVALUATION.

PTRS 1631 - Check Airman Surveillance

In order to evaluate a check airman candidate effectively, inspectors must become thoroughly familiar with the operator's procedures. Inspectors must also become familiar with any special regulatory requirements affecting the operator, such as special conditions contained in the operations specifications and exemptions.

A. *Choosing Airmen as Subjects.* The inspector conducting an evaluation for an original check airman approval shall observe the check airman candidate conducting an actual check. The purpose of the check airman evaluation is to ensure that the candidate has achieved the required skills for briefing, evaluating, and debriefing an airman. The airman receiving the check should be a line crewmember who is due for an evaluation. The airman shall not be an instructor or check airman unless previous approval has been received from the POI. Such approval is reserved for unusual circumstances.

B. *Check Airman Candidate's Flying Skills.* Except for an initial cadre approval, a check airman evaluation does not entail an evaluation of the candidate's flying skills in a crew position. An operator should not request approval of an individual as a check airman when there is any question about the airman's flying skills in a crew position. Should the POI have reason to question the candidate's proficiency, the check airman evaluation shall not be conducted until the candidate's proficiency is verified. An acceptable way to verify the airman's proficiency is to check the check airman candidate. An inspector may conduct a proficiency check, a competency check, or a line check of the check airman candidate, scheduled at

some time before the official check airman evaluation. (Such checks are not routinely required.)

C. *Satisfactory Evaluation.* If the inspector determines that a check airman candidate meets criteria for the requested check airman approval, the inspector shall inform the candidate that a recommendation of approval will be reported to the POI. In this case, the check airman candidate shall certify the proficiency of the airman receiving the check and complete the necessary record keeping tasks. The POI may permit the new check airman to be scheduled immediately as a check airman, even though processing of the Letter of Approval has not been completed.

D. *Unsatisfactory Evaluation.* If the inspector determines a candidate does not qualify for the requested check airman approval, the inspector shall inform the candidate that approval is withheld. In such a case, the inspector shall determine whether the airman receiving the check performed satisfactorily, and must certify the airman's proficiency and complete the necessary records.

NOTE: The failure of a check airman candidate is uncommon and usually ends a candidate's eligibility for check airman status. In rare circumstances the POI may allow a re-evaluation. In such a case, the operator must conduct sufficient additional training, recertify the candidate's proficiency, and arrange for another evaluation to be conducted by an FAA inspector

E. *Content of Check Airman Evaluation.* The following guidance applies to an inspector's evaluation in respect to each of the six classifications of check airmen.

(1) *Proficiency Check Airman - Aircraft.* An inspector shall evaluate this candidate while the candidate conducts a proficiency check or competency check in an aircraft in flight. The inspector should observe the candidate conducting the entire check in the aircraft. The candidate should be evaluated on his/her ability to evaluate an individual while, at the same time, performing the crewmember activities normally associated with the seat the check airman candidate occupies. With approval of POI, the inspector may observe part of the check in the aircraft and the remainder in a simulator or an approved flight training device (FTD).

(2) *Proficiency Check Airman - Simulator.* An inspector shall evaluate this candidate while the candidate conducts the simulator (or FTD) segment of an actual proficiency check, or competency check, as applicable. The candidate should be evaluated on his/her ability to evaluate an individual while, at the same time, demonstrating proficiency in operating the

simulator or training device. Time management and the ability to adapt to events that might disrupt a planned sequence of events should be considered. If the entire proficiency check or competency check can be accomplished in a flight simulator, the candidate must be observed conducting the entire check.

(3) *Line Check Pilot - All Seats.* An inspector shall evaluate this candidate while the candidate conducts an actual line check from either pilot seat. Satisfactory performance will also permit the candidate to conduct a line check from the forward observer's seat, during line-oriented flight training (LOFT), during revenue service or during non-revenue service. A candidate for line check airman - all seats must be qualified to be the pilot-in-command (PIC) for that operator and hold a first class medical certificate.

NOTE: The operator must have procedures, published in its operations manual, that shall be followed in the event that a line check airman determines that a pilot's performance does not meet standards that would allow the individual to continue to operate the aircraft. The crewmember shall not be allowed to continue the flight series or trip. If the line check airman does not possess the appropriate class of medical certificate to substitute for the crewmember, specific alternative procedures shall be followed.

(4) *Line Check Airman - Observer's Seat Only.* An inspector shall evaluate this candidate while the candidate conducts an actual line check from the forward observer's seat, during revenue or during ferry service. When the evaluation is conducted during revenue service, in an aircraft with only one observer's seat, a candidate who holds a second class medical certificate, who has not yet reached 60 years of age and is otherwise qualified for FAR Part 121 operations (does not apply to FAR Part 135 operations) may be evaluated while conducting a line check from the right pilot seat. In this case, the PIC must be fully qualified and line current. When the evaluation is conducted during nonrevenue operations in an aircraft with only one observer's seat, a candidate who holds at least a third class medical certificate and who is over 60 years of age and is otherwise qualified for FAR Part 121 operations (does not apply to FAR Part 135 operations) may be evaluated while conducting a line check from the right pilot seat. A check airman who is approved to conduct line checks from the observer's seat and who does not maintain line currency, must be observed by an inspector at least once every 24 calendar months. If an evaluation within this time period is not given, the check airman is not authorized to conduct line checks.

NOTE: The operator must have procedures, published in its operations manual, that shall be followed in the event that a line check airman determines that a pilot's performance does not meet standards that would allow the individual to continue to operate the aircraft. The crewmember shall not be allowed to continue the flight series or trip. If the line check airman is not qualified (including appropriate medical certificate) to substitute for the crewmember, specific alternative procedures shall be followed.

(5) *Check Airman - All Checks.* An inspector shall evaluate this candidate in accordance with preceding paragraphs. The evaluations for this approval may be treated cumulatively.

NOTE: An airman may have been a proficiency check airman - aircraft for a number of years and then qualify as a line check airman - all seats. If the operator does not use simulators in the training program, then upon satisfactory completion of the line check evaluation, the check airman could be approved to conduct all of the forgoing checks.

(6) *Check Flight Engineer.* An inspector shall evaluate this candidate while the candidate conducts a flight engineer proficiency check in a simulator or approved FTD. The normal, abnormal, and emergency procedures segments of the check are normally accomplished in a simulator or approved FTD. In those instances when a check flight engineer candidate is to conduct any portion of a check in an airplane in flight, the check airman candidate must be a qualified and current flight engineer and must be evaluated during actual flight.

F. *Conducting a Check Airman Evaluation.*

(1) *Pre-Evaluation Briefing.* An inspector conducting a check airman evaluation shall arrange to meet with the candidate in sufficient time for a pre-evaluation briefing. The inspector shall explain the purpose of the evaluation and some ground rules, including: (1) that the check should be conducted as if the candidate were fully qualified in the role of check airman; (2) that during the briefing, the inspector may ask questions of the check airman candidate as part of the evaluation; and (3) that the inspector will not ask questions while the check is in progress.

(2) *Observing and Debriefing the Candidate.* While the check is in progress, the inspector shall observe, but should not interrupt or otherwise interfere with the check airman candidate's management of the check. The inspector shall determine that all required events and maneuvers were conducted properly; that the check airman candidate's evaluation of the airman's performance was objective and accurate; and

that the check airman candidate's debriefing of the airman was thorough and constructive.

691. PHASE FIVE - CHECK AIRMAN APPROVAL.

All check airmen approved for FAR Part 121 or FAR Part 135 operations must be approved by the operator's POI.

A. *Letter of Approval.* Approval of a check airman shall be in the form of a Letter of Approval addressed to a responsible official of the operator and signed by the POI, or a representative approved by the POI. This Letter of Approval may be transmitted to the operator by conventional or electronic mail, by fax, or by other means acceptable to the operator and the POI. The letter shall contain the following:

- Check airman's name and applicable FAA airman's certificate number
- Approved check airman classification (1-6)
- Specified category, class, or type of aircraft
- Authorizations and limitations

NOTE: A POI may approve a check airman only for operators under that POI's oversight.

- Effective date of each approval (since different approvals may occur at different times, this information simplifies record checks. The date on which the check airman was recommended for approval by an inspector shall be the effective date of the approval.)

See figures 3.3.2.1. and 3.3.2.2. for sample letters of approval.

NOTE: Under current regulations no normal term to expiration is specified for approvals of check airmen (unlike designated examiners, whose term is 12 months, per FAR Part 183). A check airman's approval may be given, limited, or withdrawn, in the discretion of the POI.

B. *One Letter of Approval.* A check airman shall be approved only in the (six) classifications covered earlier in this chapter. A flight standards district office (FSDO) shall issue only one Letter of Approval for a check airman, listing the operator(s) and classification(s).

NOTE: A check airman file in the VIS must be entered into the system that reflects the operator for which the check airman is associated. A forthcoming change to the VIS will result in a single file for each check airman, and will permit the listing of all operator and training center affiliations and classifications. The file will be keyed to the airman's certificate number. The new VIS capability will be

implemented after the effective date of FAR Part 142.

C. *Letter of Approval - Other Copies.* (1) The original copy of the Letter of Approval shall be retained in the individual check airman's training records file; (2) a copy shall be sent to the geographic program manager having surveillance responsibility for the check airman. (3) when the individual is a training center instructor approved to evaluate an operator's personnel, a copy of the Letter of Approval shall be provided to the training center for inclusion in its records. A copy shall be maintained in the FAA office files of the overseeing inspector for 2 years after the approval is withdrawn or superseded.

D. *PTRS and VIS.* The POI shall ensure that a record of the approval is entered in the Program Tracking and Reporting Subsystem (PTRS). Each time a check airman approval is given or withdrawn, the POI shall ensure that the operator's VIS file accurately reflects: (1) the current number of active check airmen approved for the operator, and (2) the correct status of the individual.

693. WITHDRAWN--CHG 11

695. APPROVAL OF INITIAL CADRE CHECK AIRMEN. During the early phases of establishing a check airman program, initial cadre check airman are required. Initial check airman candidates must first become fully qualified as flight crewmembers and then be trained, evaluated, and approved as check airmen. Since the regulatory language of FAR Parts 121 and 135 does not address a training process for initial cadre check airmen, guidance is provided in this handbook. The process that follows is valuable for start-up operations for at least two reasons: (1) it is a practical way to bootstrap a check airman program into existence; and (2) it takes advantage of proving flights, when the operator/applicant is under close FAA scrutiny--with desirable effects on the check airman program.

A. *Letter of Request from Operator.* The overseeing inspector shall arrange with the operator/applicant to approve one or more likely check airman candidates to form an initial cadre of temporary check airmen. The operator/applicant shall submit a letter of request, as described earlier in this section. This letter comprises the request for initial cadre check airmen and a description of the training that they will undergo.

B. *Letter of Approval.* The POI shall approve the candidates using procedures described earlier in this section. Usually initial cadre check airmen are approved to function as check airman - all checks or check flight engineer, so that they may conduct all

types of checks and supervise OE during the period that the start-up operation is beginning. The initial cadre check airman Letter of Approval is a temporary approval, to be replaced with a permanent Letter of Approval after the check airman is fully qualified. The initial cadre check airman letter shall contain a statement similar to the following:

(Name) is approved as an initial cadre check airman to function as a check airman - all checks or as a check flight engineer for the purpose of initiating operations with the (type of aircraft) for (name or operator). This approval expires on (expiration date).

696. TRAINING, CERTIFICATION, AND QUALIFICATION--START-UP. The operator shall provide a full qualification process for its initial cadre check airmen.

A. Initial Training and Certification. The operator must first arrange to have initial cadre check airmen trained and appropriately certificated for their cockpit duty positions. The operator may provide the training by contracting with a manufacturer, with another operator, or with properly qualified individuals. An inspector or a designated examiner may certificate the initial cadre airmen, provided that the examiner is employed by a U.S. Air Carrier Operator or FAR Part 142 training center.

B. Gaining Proficiency as Instructors. After the initial training and certification, initial cadre check airmen shall become proficient in the operator's proposed training program by instructing each other, or in the case of a single initial cadre check airman, by self training. During this training an operator may arrange for a pilot from the manufacturer, from another operator, or from another source to act as the safety pilot or instructor pilot.

C. Proficiency and Competency Checks. After the first initial cadre check airmen have become proficient as instructors, they may then begin the training and checking of other initial cadre check airmen in accordance with the operator's initially-approved flight training and qualification curriculum segments. Each check shall be observed by an FAA inspector who holds the appropriate airman's certificate, and the appropriate type rating, when applicable. If the inspector determines that the performance of an initial cadre check airman conducting a certain check is satisfactory, the inspector shall recommend to the overseeing inspector that the airman be approved as a check airman for that type of check. One initial cadre check airman may check another, with the process repeated until each candidate has been approved as a check airman or has been terminated from the program. If only one person is being considered to be

the initial cadre check airman, an inspector shall observe that person conducting a check of another airman. If the candidate's performance is satisfactory, the inspector shall recommend to the POI that the candidate be removed from temporary status and approved for full-time check airman duty with the operator.

D. Operating Experience (OE). Initial cadre check airmen shall be permitted to acquire OE flight hours on any flight that can be credited toward the proving test flight hour requirement (including training flights, ferry flights, and representative en route proving flights). OE flight hours may be accrued by initial cadre check airmen while they are: (1) conducting aircraft checks, (2) overseeing the OE of other airmen, (3) being checked, or (4) acquiring OE under the supervision of other initial cadre check airmen. Initial cadre check airmen shall receive a line check and conduct a line check during an en route proving flight or a ferry flight. The same process (above) shall apply: one initial cadre check airman line checks another while being observed by an FAA inspector. If the airman's performance is satisfactory, the inspector may recommend that the person be removed from temporary status and approved for full-time duty as a check airman for the operator. If there is only one initial cadre check airman, then the FAA inspector shall conduct the line check.

697. APPROVAL OF A CHECK AIRMAN IN MULTIPLE AIRCRAFT. Before an airman may be approved as a check airman in more than one type of aircraft, the operator must show that there is a need. The airman must be fully qualified and current in each of the aircraft types. Overseeing inspectors shall be judicious in approving check airmen and vigilant in overseeing their performance. There are various acceptable combinations of check airman approvals.

A. A check airman may be approved to serve in all single-engine, normal or commuter category airplanes that an operator operates under FAR Part 135.

B. A check airman may be approved to serve in two different types of helicopters.

C. For FAR Part 135 operations, a check airman may be approved to serve in a combination of two of the following aircraft families:

- One series of multiengine, normal or commuter category airplanes
- Single-engine, normal or commuter category airplanes
- Helicopters

D. Before a candidate may be approved as a check airman in two commuter category aircraft types or two transport category types, Overseeing inspectors shall ensure that the following conditions are met:

- For proficiency check airman-aircraft or simulator the candidate must have logged at least 500 hours as PIC in each type
- For line check airmen the candidate must have logged at least 100 hours as PIC in each type and at least 1,000 hours as PIC in transport or commuter category airplanes
- For check flight engineer the candidate must have logged at least 500 hours as a flight engineer in each type

699. APPROVAL OF A CHECK AIRMAN FOR MULTIPLE OPERATORS. This paragraph provides a standard method for approving a check airman to serve multiple operators. The approval of a check airman to serve more than one operator is limited to those cases in which the operators' aircraft, aircraft operating manuals, procedures, and checklists are compatible in the judgment of the overseeing inspector(s). Provision for multiple check airman approvals is made for FAR Part 135 single-pilot operators, FAR Part 135 single-PIC operators, and for FAR Part 121 and FAR Part 135 operators who contract with FAA-approved training centers for training under programs that are compatible, in the judgment of the overseeing inspector(s). Overseeing inspectors may also approve a check airman to serve multiple FAR Part 121 or FAR Part 135 operators on a temporary basis, when a start-up operation is initiated or when new equipment is being introduced. Other multiple approvals may be made with the concurrence of the regional flight standards division (RFSD) when justified.

700. CHECK AIRMEN EMPLOYED BY TRAINING CENTERS. Training centers have made simulator training and checking available to a broad range of aviation users, including air carriers with smaller fleets and smaller aircraft. Check airmen (and instructors) may serve one or more air carrier operators at training centers under certain exemptions to FAR Part 121 and FAR Part 135. Rulemaking currently in progress proposes to codify the management of training centers, including check airmen at training centers, under a new FAR, Part 142. Training centers would maintain certificates, and would no longer need to operate under special exemptions. The guidance contained in this section applies to check airmen employed by training centers so long as it does not conflict with provisions of

any applicable exemption or of FAR Part 142, when it is issued.

A. TCPM Qualifies the Check Airman Candidate. Experience has shown that the Training Center Program Manager (TCPM) is usually in the best position to make quality assessments at training centers on behalf of the Administrator. The TCPM continually assesses training programs conducted by a training center for certification of airmen under FAR Parts 61, 63, and 65. Similarly, the TCPM assesses the instructors and training center evaluators (TCE) employed by a training center. The TCPM may judge a training program, an instructor, or a TCE *qualified* for use by certificate holding air carrier operators, which may contract for services with the training center. For business reasons, some training centers maintain current lists of those programs and persons qualified by the TCPM for air carrier use.

B. POI Approves the Check Airman Candidate. Only the POI may approve a check airman qualified by a training center's TCPM for use in an air carrier's training program. Normal procedures apply, including a Letter of Request from the operator, and a Letter of Approval from the operator's POI.

NOTE: Check airman may currently be approved for training centers under exemptions to FAR Part 121 or FAR Part 135. Rulemaking is currently in progress to standardize the management of training centers and to regulate the use of check airmen and designated examiners working for training centers. The guidance contained in this section may be applied to check airmen employed by training centers as long as it does not conflict with the provisions of any applicable FAR or exemption, and until FAR Part 142 is published. At that time, the guidance of this section will be revised.

A. Scheduling Multiple-Use Check Airmen and Maintaining Check Airman Status. Before a multiple approval is made, the overseeing inspector shall ensure that the operators understand that the scheduling and use of the check airman is their responsibility. An operator entering into a multiple-use arrangement may employ a check airman on a part-time basis, may contract with another operator or training center to provide a check airman, or may contract directly with the check airman.

NOTE: Each operator shall be responsible for ensuring that the check airman maintains currency as specified in section 1 of this chapter and performs adequately when serving the operator.

B. Adding an Operator to a Check Airman's Letter of Approval. An operator seeking check airman approval for an individual who is serving as a check airman for another operator, shall provide the nec-

essary information to its POI. The operator's POI shall consider the means the operator will use to train, to qualify, and to maintain qualification of the check airman candidate and the documentation that will be required. The check airman may be able to meet recurrent training requirements for more than one operator simultaneously. When the operator and the POI have agreed on the training and qualification necessary for the check airman, the operator shall submit a written Letter of Request to the POI, as described earlier in this chapter. A copy of the candidate's current check airman Letter of Approval shall be attached to the Letter of Request. When the POI approves the individual as a check airman for his/her operator, a copy of the approval letter will be provided to the POI(s) of all other operators for which the individual has been approved as a check airman.

NOTE: The check airman file in the VIS is being modified to allow for a single file for each individual who has been approved as a check airman for an operator. This modification is linked to the airman's certificate number and will permit multiple entries for aircraft and operator combinations.

C. *Primary Oversight Responsibility.* Each overseeing inspector must agree on two points: (1) the means by which the check airman will maintain qualification; and (2) which inspector will have primary responsibility for oversight of the check airman. The overseeing inspector who first approves the check airman usually retains this responsibility. When the check airman is employed by a training center, the FAA training center program manager (TCPM) usually assumes this responsibility. The POI not having primary oversight responsibility may conduct surveillance activities at any time.

D. *One Letter of Approval - Revision Procedures.* A check airman may hold only one Letter of Approval as a check airman. When approved as a check airman for an additional operator, the POI of that operator shall issue a revised Letter of Approval showing the additional operator, the additional type of equipment, and the additional types of checks, as appropriate. Sample check airman Letters of Approval are shown in figures 3.3.2.3. through 3.3.2.5. The POI issuing a revised Letter of Approval shall send a copy to each operator and to each POI affected. Conversely, should any POI need to withdraw a check airman's approval, that POI shall prepare the revised Letter of Approval and mail it to each operator and to each POI affected.

E. *Recordkeeping.* Each operator is required by FAR's to maintain training and qualification records for its check airmen. By agreement, one operator or training center may keep a check airman's training

and qualification records for all operators for which the check airman serves. This agreement must be acceptable to each overseeing inspector affected. Each overseeing inspector shall retain a document showing agreement in the operator's file. A copy of that document should also be provided for use by the operator.

701. CREWMEMBER FAILURE RATES. The repetitive failure of a single crewmember, or the failure of several crewmembers during proficiency or competency checks may indicate a training program deficiency. Overseeing inspectors must establish procedures with their certificate holders that provide for FAA notification when unsatisfactory performance occurs. Identified deficiencies should be promptly investigated and corrective action taken. A comparison of failure rates between checks conducted by inspectors and those conducted by check airmen should also be made. If a significant difference in failure rates exists, additional observations and counseling should be conducted. The overseeing inspector shall discuss the matter with the appropriate official responsible for the certificate holder's training and checking activities. Should these discussions not lead to an improvement in the quality of training and evaluations, consideration shall be given to withdrawing approval of any check airmen involved or, if appropriate, withdrawing approval for a specific part or for the entire training program.

703. SURVEILLANCE OF CHECK AIRMEN. Overseeing inspectors shall establish a surveillance program for each check airman at the time of approval. The POI must determine which geographic surveillance unit is to have responsibility for the check airman's surveillance program and notify that geographic unit of the check airman's approval. Notification may be accomplished by the POI sending a copy of the check airman's Letter of Approval to the geographic unit.

A. *Biennial Check Airman Observation.* FAA Notice 1800.134, "Required National Flight Standards Program Work Functions," establishes a requirement for surveillance inspection (PTRS activity code 1631) of 50% of each operator's check airman each year. The surveillance program for each office shall include a specific observation by an FAA inspector of each approved check airman in their area of responsibility at least once in every 24 months. Check airman inspections should be conducted while the check airman is conducting an approved checking activity. For example, a check airman approved to conduct proficiency checks and line checks should be observed conducting a proficiency check in the aircraft or simulator, or conducting a line check, or overseeing initial operating experience (OE).

(1) *Surveillance of Check Airmen by Geographic Units.* POI's shall monitor the activity of geographic units conducting check airman surveillance by consolidating the results, evaluating any trends, and providing the results to the operator and geographic program managers. POI's responsible for operators having 100 pilots or more shall accomplish this task semi-annually. POI's responsible for operators having more than 10 pilots, and less than 30 pilots, shall accomplish this annually. POI's of operators having 10 pilots or less shall monitor the results of the surveillance. When significant events are reported, the POI should provide feedback to the operator.

(2) *Constraints of Aircraft with Two Pilot Seats.* Inspectors may encounter difficulties in conducting the surveillance of check airmen whose activities are restricted to two-place airplanes or helicopters. In such cases, it may not be possible for an inspector to observe the check airman conducting actual checks. In lieu of these observations, the POI may review the check airman's activities and arrange for an inspector to administer the check airman's competency and line checks.

B. *Periodic Report by the Operator.* The POI should arrange to have the operator provide the POI with a periodic report of each check airman's checking activities, including a pass/fail rate, to coincide with the POI's periodic review (annual, semiannual, or other). POI's may arrange for these reports to arrive at a time that meets the POI's needs. A check airman should be active enough to retain the required know-

ledge and skills. This activity level may vary depending on the check airman function, the size of the operator, and the number of approved check airmen. Usually a check airman should conduct at least eight authorized check airman activities during a 12-month period (including supervision of OE). The POI should specifically re-assess the operator's need for those check airmen whose records indicate low activity levels.

C. *Withdrawing Check Airman Approval.* The POI's reasons for withdrawing the approval of a check airman may include a lack of check airman activity, a request by the operator, or an unsatisfactory performance on the part of the check airman. To withdraw approval of a check airman, the POI must notify the operator by letter that approval is withdrawn. The letter should include the name of the check airman, the effective date of withdrawal, and the reason approval is being withdrawn. If the approval of a check airman is withdrawn because of unsatisfactory performance, the letter of withdrawal must be sent to the operator by certified mail - return receipt requested.

NOTE: Under current regulations no normal term to expiration is specified for approvals of check airmen (unlike designated examiners, whose term is 12 months, per FAR Part 183).

A check airman's approval may be given, limited, or withdrawn, in the discretion of the POI.

704.-712. RESERVED

FIGURE 3.3.2.1.
CHECK AIRMAN LETTER OF APPROVAL - SAMPLE A

February 24, 1990

Mr. Sam A. Frost
Chief Pilot
Transcon Express, Inc.
48 Perimeter Rd.
Utica, OH 22032

Dear Mr. Frost:

John R. Smith, FAA certificate number 467120928, is approved as a check airman. This check airman is approved to conduct checks in the Douglas DC-9 aircraft for employees of the Transcon Express, Inc. This approval is applicable for the following checking functions:

<input type="checkbox"/> Proficiency Check Airman - Aircraft	Effective _____
<input checked="" type="checkbox"/> Proficiency Check Airman - Simulator	Effective 8/27/89
<input type="checkbox"/> Line Check Airman - All Seats	Effective _____
<input checked="" type="checkbox"/> Line Check Airman - Observer's Seat Only	Effective 2/20/90
<input type="checkbox"/> Check Airman - All Checks	Effective _____
<input type="checkbox"/> Check Flight Engineer	Effective _____

Please retain a copy of this letter in Mr. Smith's individual flight training records or database.

Sincerely,

James J. Jones
Principal Operations Inspector

FIGURE 3.3.2.2.
CHECK AIRMAN LETTER OF APPROVAL - SAMPLE B

February 24, 1990

Mr. Sam A. Frost
Chief Pilot
Trans Regional Airlines, Inc.
48 Perimeter Rd.
Utica, OH 22032

Dear Mr. Frost:

John R. Brown, FAA certificate number 467219028, is approved as a check airman. This check airman is approved to conduct checks in multiengine Cessna, reciprocating-series airplanes and in all single-engine airplanes to pilots that are employed by Trans Regional Airlines, Inc. This approval is applicable for the following checking functions:

<input type="checkbox"/> Proficiency Check Airman - Aircraft	Effective _____
<input type="checkbox"/> Proficiency Check Airman - Simulator	Effective _____
<input type="checkbox"/> Line Check Airman - All Seats	Effective _____
<input type="checkbox"/> Line Check Airman - Observer's Seat Only	Effective _____
<input checked="" type="checkbox"/> Check Airman - All Checks	Effective 02/20/90

Please retain a copy of this letter in Mr. Brown's individual flight training records.

Sincerely,

James J. Jones
Principal Operations Inspector

FIGURE 3.3.2.3.
CHECK AIRMAN LETTER OF APPROVAL
FOR MULTIPLE OPERATORS - SAMPLE A

February 24, 1990

Mr. Sam A. Frost
Chief Pilot
Trans Regional Airlines, Inc.
48 Perimeter Road
Utica, OH 22032

Dear Mr. Frost:

John R. Brown, FAA certificate number 467219028, is approved as a check airman. This check airman is approved to conduct checks in multiengine Cessna, reciprocating-series airplanes and all single-engine airplanes to pilots that are employed by:

- | | |
|----------------------------------|--------------------|
| 1. Trans Regional Airlines, Inc. | Effective 02/24/90 |
| 2. Transylvania Charter Services | Effective 11/15/87 |

This approval is applicable for the following approved functions:

- | | |
|--|--------------------|
| [2] Proficiency Check Airman - Aircraft | Effective _____ |
| [] Proficiency Check Airman - Simulator | Effective _____ |
| [1,2] Line Check Airman - All Seats | Effective _____ |
| [] Line Check Airman - Observer's Seat Only | Effective _____ |
| [1] Check Airman - All Checks | Effective 02/24/90 |

Please retain a copy of this letter in Mr. Brown's individual flight training records.

Sincerely,

James J. Jones
Principal Operations Inspector

FIGURE 3.3.2.4.
CHECK AIRMAN LETTER OF APPROVAL
FOR MULTIPLE OPERATORS - SAMPLE B

February 24, 1990

Mr. Sam A. Frost
Chief Pilot
Trans Regional Airlines, Inc.
48 Perimeter Road
Utica, OH 22032

Dear Mr. Frost:

John R. Brown, FAA certificate number 467219028, an employee of High Flight Training Center has been designated as a Training Center Evaluator. Mr. Brown is approved as a check airman and is authorized to conduct checks in Cessna Citation airplanes to pilots that are employed by Trans Regional Airlines, Inc. This approval is applicable for the following functions:

<input type="checkbox"/> Proficiency Check Airman - Aircraft	Effective _____
<input type="checkbox"/> Proficiency Check Airman - Simulator	Effective _____
<input type="checkbox"/> Line Check Airman - All Seats	Effective _____
<input type="checkbox"/> Line Check Airman - Observer's Seat Only	Effective _____
<input checked="" type="checkbox"/> Check Airman - All Checks	Effective 02/24/90

Mr. Brown is approved to conduct checks in Cessna Citation airplanes to pilots that are employed by Transylvania Charter Services. This approval is applicable to the following functions:

<input type="checkbox"/> Proficiency Check Airman - Aircraft	Effective _____
<input checked="" type="checkbox"/> Proficiency Check Airman - Simulator	Effective 01/15/90
<input type="checkbox"/> Line Check Airman - All Seats	Effective _____
<input type="checkbox"/> Line Check Airman - Observer's Seat Only	Effective _____
<input type="checkbox"/> Check Airman - All Checks	Effective _____

This letter is valid only during the period that a contract exists between your company and High Flight Training Center for training your flight crewmembers. Please retain a copy of this letter in Mr. Brown's individual training records and provide a copy to High Flight Training Center for their records.

Sincerely,

James J. Jones
Principal Operations Inspector

cc: Training Center Program Manager, High Flight Training Center

FIGURE 3.3.2.5.
CHECK AIRMAN APPROVAL JOB AID

-
1. ☐ Operator's Letter of Request contains necessary information:
 - ☐ Full name of candidate
 - ☐ Business address of candidate
 - ☐ Crew position and aircraft type
 - ☐ Type of check airman approval requested
 2. ☐ Certificates (copies)
 - ☐ Applicable airman
 - ☐ Medical
 - ☐ Any valid check airman Letters of Approval
 3. ☐ Training Records (copies)
 - ☐ Initial, transition, or upgrade to requested aircraft and crew position
 - ☐ Recurrent
 - ☐ Check airman
 4. ☐ Resume of experience included
 5. ☐ FSIS verification satisfactory
 6. ☐ Check airman evaluation scheduled
 7. ☐ Report of evaluation received from PTRS
 8. ☐ Open VIS file

Favorable Report:

9. ☐ Prepare Letter of Approval
 - ☐ Original letter to operator
 - ☐ Copy to operator file
 - ☐ Copy to geographic unit supervisor
 - ☐ Copy to other POI (if check airman for another operator)
10. ☐ Update operator VIS file
11. ☐ Complete PTRS

Unfavorable Report:

9. ☐ Prepare letter to operator indicating disapproval
10. ☐ Update operator VIS file
11. ☐ Complete PTRS

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[PAGES 3-393 THROUGH 3-402 RESERVED]